



# **310 FW 6**

## **Report of Survey and Boards of Survey**

Supersedes 310  
FW 7, FWM 257,  
06/13/96  
Date: January  
25, 2011 as  
[amended](#)  
[November 28,](#)  
[2012](#)  
Series: Personal  
Property  
Part 310:  
Personal  
Property  
Management  
Originating  
Office: Division of  
Contracting and  
Facilities  
Management

[PDF Version](#)

**6.1 What is the purpose of this chapter?** This chapter describes:

- A. The procedures and responsibilities when Government personal property is lost, stolen, damaged, destroyed, or becomes unserviceable;
- B. The documentation we must complete; and
- C. The process for determining accountability.

**6.2 What are the authorities for this chapter?**

- A. See [310 FW 1](#) for a list of authorities for all the chapters in Part 310.
- B. For Departmental policy specific to this chapter, read [Interior Property Management Directives \(IPMD\)](#), 410 – Subpart 114-60.8, Survey Procedures.

**6.3 How is 310 FW 6 organized?** Table 6-1 shows how we organized this chapter.

Table 6-1: Organization of 310 FW 6	
Section	Content
6.1 – 6.3	What are the purpose, authority, and organization of this chapter?
<a href="#">6.4</a>	What is a Report of Survey and when is one required?
<a href="#">6.5</a>	What additional reporting requirements are necessary for vandalism and system-controlled personal property?
<a href="#">6.6</a>	What is a standing Board of Survey and when is one required?
<a href="#">6.7</a>	What actions must a standing Board of Survey take when a Report of Survey is submitted?
<a href="#">6.8</a>	Who is the reviewing authority and what are his or her

	responsibilities?
<a href="#">6.9</a>	May an employee appeal a Board of Survey finding?
<a href="#">6.10</a>	When is a Certificate of Unserviceable Property, DI-103A, required?

#### **6.4 What is a Report of Survey and when is one required?**

**A.** Accountable Officers must immediately request relief of accountability for the loss, theft, damage, or destruction of system-controlled personal property. We use a Report of Survey (Form [DI 103](#)) or a Certificate of Unserviceable Property ([Form DI 103A](#)) depending on the circumstances (see [section 6.10](#)). Accountable Officers:

**(1)** Do not need to submit a Report of Survey for the loss of bureau-managed or non-expendable personal property with a depreciated value of less than \$5,000 (unless it is sensitive property or circumstances otherwise require it (see section 6.4D below));

**(2)** Establish appropriate internal controls over all assets, regardless of cost, and

**(3)** Are responsible for documenting (e.g., note to file or completing a [Form DI-103](#)) losses of bureau-managed personal property.

**B.** Employees must tell their supervisor or Accountable Officer or both when they lose, damage, or destroy Government personal property or when it is stolen from them.

**C.** Accountable Officers must ensure that the documentation that goes with each Report of Survey ([Form DI 103](#)), is complete enough so that a standing Board of Survey or other reviewing officials can make impartial decisions concerning the disposition of the property, arrive at findings, and make determinations as to financial liability.

**D.** We use the Report of Survey (Form DI 103) to:

**(1)** Document a standing Board of Survey's finding for either relief of accountability or the determination that an employee should be held financially responsible for the loss of or damage to Government property;

**(2)** Record the results of findings when there is a discrepancy during a personal property inventory;

**(3)** Document the destruction of firearms;

**(4)** Report any circumstances in which there is a possibility of a claim against the Government in connection with the administration, care, and use of Government personal property;

**(5)** Initiate an investigation when there is a pattern of unacceptable losses for low value property;

**(6)** Determine if disciplinary action is necessary; and

**(7)** Report a vehicle accident that results in damage.

**(a)** Vehicle accidents must also be reported and investigated in accordance with 240 FW 7.

**(b)** We base determinations about the financial liability for motor vehicle damage on the official report of the investigation, a copy of which becomes an attachment to the Report of Survey.

**(c)** We do not use a Report of Survey in cases where the vehicle damage is clearly not the result of employee negligence, such as:

**(i)** Broken windshield from flying debris,

**(ii)** Minor dents while appropriately parked, or

**(iii)** Damage to tire(s) resulting from road hazards.

**E.** Accountable Officers, Custodial Officers, and employees must complete and sign the Report of Survey ([Form DI-103](#)) and send it to the Regional Personal Property Manager with documentation (such as a police report or photographs) for lost, stolen, damaged, or destroyed system-controlled personal property under their control.

**F.** Regional Personal Property Managers must:

**(1)** Organize and process each Report of Survey action that Accountable Officers submit,

**(2)** Notify the standing Board of Survey chairperson when an investigation is necessary,

**(3)** Maintain survey records, and

**(4)** Remove system-controlled personal property from the Personal Property Management System (PPMS) inventory records after completing survey actions.

**G.** Read [IPMD, 410 – Subpart 114-60.801 \(a\)](#), Relief of Accountability, for more information about determining other circumstances when a Report of Survey may not be required.

## **6.5 What additional reporting requirements are necessary for vandalism and theft of system-controlled personal property?**

**A.** Accountable Officers must report all cases of vandalism or theft of system-controlled personal property to:

**(1)** The Service's Regional Personal Property Manager and the local facility, field station, or the General Services Administration (GSA) facility manager (for GSA-owned or leased facilities); and

**(2)** The local law enforcement agency with jurisdiction or the Federal Protective Service (for GSA-owned or leased facilities).

**B.** Accountable Officers must also report (within 72 hours) the theft of system-controlled (or license tagged) personal property to the Federal Bureau of Investigation (FBI). Accountable Officers must fully and adequately explain in writing any delay in reporting. Accountable Officers must provide to the FBI:

**(1)** A detailed description of the circumstances,

**(2)** A statement from the employee responsible for the system-controlled personal property item, and

**(3)** Any other pertinent information including available documentation about the item.

#### **6.6 What is a standing Board of Survey and when is one required?**

**A.** A standing Board(s) of Survey investigates the loss, theft, damage, or destruction of Government property. The Board completes the Report of Survey by documenting investigations and determinations about the disposition of the property and financial liability regarding its loss, damage, or destruction. A standing Board(s) of Survey:

**(1)** Is appointed in writing by the Regional Director (for Regions 1-8) or Assistant Director – Business Management and Operations (for Headquarters). These officials also determine the composition and number of Boards of Survey needed based on geographical efficiency;

**(2)** Must be comprised of at least three people and an alternate, including a designated chairperson;

**(3)** Cannot have an Accountable Officer, the employee responsible for the property to be surveyed, or an employee with property management administration responsibilities as a member of the Board (Regional Personal Property Managers may participate as non-voting members in an advisory capacity);

**(4)** Will have members assigned for a specific term (minimum of 1 year), and

**(5)** Will convene to investigate an incident when:

**(a)** Documentation or conditions indicate there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use of Service personal property that is lost, stolen, damaged, or destroyed;

**(b)** There are unacceptable losses, regardless of original acquisition cost; or

**(c)** An employee is seeking relief from accountability for lost, stolen, damaged, or destroyed personal property.

**B.** The Director, Assistant Director – Business Management and Operations, and Regional Directors may establish special Boards of Survey to investigate unusual losses such as those resulting from disaster (e.g., fire, flood, drought, etc.). There are no limits on the size (membership) of special Boards of Survey; however, all members must be designated in writing by the appointing authority and provided with guidance, including pertinent policy.

**C.** Read [IPMD, 410 – Subpart 114-60.802](#) for more information about standing Boards of Survey, Local Survey Officers, Traveling Survey Officers, and special Boards of Survey.

### **6.7 What actions must a standing Board of Survey take when a Report of Survey is submitted?**

**A.** The standing Board of Survey must ensure that a complete and thorough investigation is conducted by:

- (1)** Examining and verifying all evidence presented and developed,
- (2)** Documenting findings,
- (3)** Making written recommendations for disposition of property and other actions,
- (4)** Determining whether employees have committed simple, gross or no negligence,
- (5)** Arriving at findings regarding financial liability, and
- (6)** Submitting a signed Report of Survey to the proper reviewing authority.

**B.** The Board of Survey initiates an investigation after receiving the Report of Survey ([DI-103](#)).

**C.** The Board uses a memorandum (see [Exhibit 1](#)) to:

- (1)** Advise the employee that the Board has convened to investigate their Report of Survey and determine whether to hold them financially liable for the property, and
- (2)** Give the employee an opportunity to explain verbally or in writing the facts and circumstances surrounding the loss, theft, damage, or destruction.

**D.** The Board will either:

- (1)** Determine liability based on [IPDM, 410 – Subpart 114-60.8](#),
- (2)** Request guidance from the Office of the Solicitor (as needed) when fraud, waste, and abuse are evident in the Report of Survey, or

**(3)** Relieve the employee or Accountable Officer from accountability.

**E.** The standing Board of Survey chairman must complete and sign the Report of Survey and give it to the reviewing authority. The Board must also ensure that Regional Personal Property Manager is informed of the status.

**F.** Regional Personal Property Managers must send a copy of Reports of Survey involving firearms to Headquarters, CFM.

#### **6.8 Who is the reviewing authority and what are his or her responsibilities?**

**A.** The reviewing authority should be a senior official, or designee, at the next higher organizational level than where the property was assigned. If necessary, a reviewing official may be someone at the same organizational level where the property is assigned.

**B.** If the reviewing authority disagrees with the standing Board of Survey findings, he/she must prepare a written statement explaining the reasons for disagreeing and attach it to the Report of Survey. The reviewing authority then must send both documents to the Regional Director (for Regions 1-8), or the Assistant Director – Business Management and Operations (for Headquarters) for resolution.

**C.** If the reviewing authority agrees with the standing Board of Survey's findings, he/she must complete a summary memorandum and attach it to the Report of Survey. The reviewing authority must also send final copies to the parties involved and the Regional Personal Property Manager.

**D.** Read [IPMD, 410 – Subpart 114-60.805](#), Reviewing Authority for Reports of Survey, for more information.

**6.9 May an employee appeal a Board of Survey finding?** Yes, an employee may appeal a standing Board of Survey finding of simple or gross negligence and financial liability.

**A.** The appellant must send a copy of their appeal to the Regional Chief, CGS or CFM. The Chief, CGS or CFM must:

**(1)** Ensure that the Service does not bill the employee until the appeal is final, and

**(2)** Send the official file for the case to the Department's Office of Hearings and Appeals (OHA).

**B.** We have the right to respond to an employee appeal within a timeframe OHA establishes.

**C.** Read [IPMD 114-60.808-7](#) and [43 CFR 4.700 - 4.704](#) for more information and procedures for appeals.

**6.10 When is a Certificate of Unserviceable Property, DI-103A,**

**required?**

**A.** If an employee determines that personal property has no commercial value and is no longer needed, he/she reports it to the Accountable Officer as unserviceable. The Accountable Officer:

**(1)** Determines if the property is unserviceable to remove it from their inventory, and

**(2)** Must complete a Certificate of Unserviceable Property ([Form DI-103A](#)), sign it, and file the record locally.

**B.** If personal property is system-controlled and unserviceable, has no commercial value, or has been involved in a Report of Survey action where a standing Board of Survey has made a final determination, the Accountable Officer must:

**(1)** If a firearm, refer to [310 FW 5](#), for procedures to destroy or transfer it;

**(2)** Complete a [Form DI-103A](#) with appropriate signatures; and

**(3)** Send the form to the Regional Personal Property Manager. The Regional Personal Property Manager must remove the item from the PPMS records.

**C.** Read [IPMD, 410 – Subpart 114-60.809](#), Unserviceable Property, for more information.

---

***For information on the content of this chapter, contact the Division of Contracting and Facilities Management. For information about this Web site, contact [Krista Holloway](#) in the Division of Policy and Directives Management.***

---

[Directives Home](#)

PDM Web sites: [Centralized Library of Servicewide Policies](#) | [FWS Forms](#) | [PDM Services](#) | [Privacy, Disclaimer and Copyright Information](#) | [Information Quality Act](#) | [U.S. Fish and Wildlife Service Home Page](#) | [Department of the Interior](#) | [USA.gov](#) | [About the U.S. Fish and Wildlife Service](#) | [Accessibility](#) | [Privacy](#) | [Notices](#) | [Disclaimer](#) | [FOIA](#)

